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**From:** Corbett, Kate (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=KATE.CORBETT]  
**Sent:** 6/5/2012 5:38:29 PM  
**To:** Marinucci, Cecilia (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MassMail-01/cn=Recipients/cn=Cecilia.Marinucci]  
**Subject:** RE:

Hi Cecilia,

I never received my step that you said I would get on May 5. Do you know why it has yet to appear in my check?

Thanks,  
Kate

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**From:** Marinucci, Cecilia (DPH)  
**Sent:** Friday, March 30, 2012 9:07 AM  
**To:** Corbett, Kate (DPH)  
**Subject:** RE:

Hi Kate,

Your step will be on May 5. You have 1 times your salary for optional life. The max is 8 times your salary. You can change it anytime attached is the form to do that.

Cecilia

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**From:** Corbett, Kate (DPH)  
**Sent:** Friday, March 30, 2012 8:50 AM  
**To:** Marinucci, Cecilia (DPH)  
**Subject:**

Hi Cecilia,

I have a couple questions that I was hoping you could answer. First can you tell me when I will receive my step raise? I know since I was [REDACTED] can't figure out when I will receive it. Second, I was wondering if I am able to change my life insurance or do I have to wait until the open enrollment period? Could you also tell me what the maximum is for that and how much I currently have for life insurance?

Thanks,

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